



JOB DESCRIPTION
Certified Nursing Assistant

Position Title: Certified Nursing Assistant (CNA)
Department: Health Care Center
Exempt Status: Non-Exempt
Supervisor: Charge Nurse

GENERAL SUMMARY:

The Certified Nursing Assistant assists the licensed nursing staff by performing routine nursing duties and activities of daily living.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Assists residents with dressing, grooming, eating, bathing, positioning, turning, toileting and exercising including but not limited to, range of motion, ambulation, etc.
2. Documents activities of daily living care performed for or by residents.
3. Assists Charge Nurse with treatments and tests.
4. Carries out procedures, collects specimens, and takes vital signs as instructed.
5. Reports and records observations and results of procedures and specimens when indicated.
6. Reports changes in resident condition.
7. Collaborates with Activity Coordinators.
8. Transfers, transports, and escorts residents as needed.
9. Answers signal/call lights promptly.
10. Changes bed linens, makes beds, and keeps rooms clean and orderly.



11. Assist residents with tray and food services.

Other Duties:

1. Maintains safe and sanitary workstations and equipment.
2. Encourages independence, attendance at activities, restorative programs and rehabilitation for residents.
3. Attends in-service training, care conferences, education session and committees, as assigned.
4. Performs specific work duties and responsibilities as assigned by supervisor.

HOSPITALITY FOCUS:

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, always.
10. We pay attention to details.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.



QUALIFICATIONS:

1. Successful completion of a State approved nursing assistant training program.
2. Prior geriatric nursing aide experience is preferred.
3. Registration with State registry required.
4. Ability to understand and follow instructions in English and communicate effectively and perform simple arithmetic.
5. Ability to document care given using electronic medical records system.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting; may be exposed to blood and body fluids which may contain HIV and/or HBV; must be able to transport residents via wheelchair, gerichair or shower chair, pushing up to 150 lbs. unassisted. Must be able to transfer, lift, turn and position a resident weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. Must be able to stoop, bend, stretch, squat, stand, and walk for up to 90% of the work day. May be subjected to offensive odors and combative behavior. Must be able to reach up to a level of six feet; must be able to push a dietary cart up to 40 lbs unassisted. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally.

DISCLAIMER CLAUSE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____